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## 4.4 DISCIPLINE

The management of CHC has the right to discipline and/or discharge employees for just cause. CHC believes in progressive discipline and working with employees to correct any unacceptable behaviors within the boundaries of their employment.

### **Procedure for Disciplinary Action:**

✚ CHC follows a four (4) step approach where possible regarding unacceptable behaviors.

#### **1. Step 1: Verbal Warning**

The purpose of a verbal warning is to clarify an incident or violation has been taken into consideration. The management will document that this verbal warning has taken place and the employee is to be informed that this verbal warning is being placed on their file.

#### **2. Step 2: Written Warning**

If the incident or violation addressed by the verbal warning is repeated or additional problems have occurred within twelve (12) months, the manager will follow up with a written warning in the form of a letter. The employer shall notify the employee, in writing, of any disciplinary action and a meeting will take place within seven (7) days. The written letter will describe the unacceptable conduct, outline the policies, procedures, and agreements of a Home Support Worker, state that further disciplinary action will occur if the behavior is to repeat within twelve (12) months, and placed in their file for a period of fifteen (15) months. The employee is permitted to have a Shop Steward present and the employee is responsible to contact their Shop Steward.

#### **3. Step 3: Written Warning which may include Suspension**

If the incident or violation addressed in the written warning and meeting is repeated or additional problems occur within a twelve (12)-month period, discipline may progress to a final written warning, which may include an unpaid suspension.

#### **4. Termination of Employment**

Employment may be terminated based on progressive discipline within a twelve (12) month period or based on the severity of a single incident. However, a single incident may be so severe, an immediate final warning and termination will take place.

### **Additional Details Regarding Discipline:**

- Where the employer is considering taking any form of disciplinary action against an employee, the employer shall conduct its investigation in an expeditious manner.
- In the event the employer is unable to complete its investigation within the time frame of seven (7) days, the union and employer shall meet to discuss amending the investigation timeline and award appropriate compensation to the suspended employee.

- In calculating the time limit, Saturdays, Sundays and paid holidays as per NAPE Home Care (Group of 17) Collective Agreement shall be excluded.
- If an employee is suspended as part of an outgoing investigation conducted by the employer, the employee shall be compensated for time lost to a maximum of three (3) shifts.
- Should it be found upon investigation that an employee has been unjustly suspended or discharged by the employer, the employee shall be reinstated without loss of seniority and compensated in a just and equitable manner in the opinion of the parties or in the opinion of a Board of Arbitration, if the matter is referred to such a Board.
- It is the responsibility of the employee to ensure any documents pertaining to discipline are removed from file after fifteen (15) months.

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